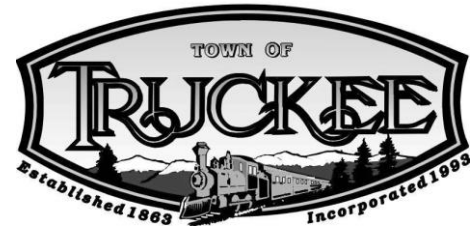


January 24, 2023

Honorable Mayor and Council Members

Jen Callaway, Town Manager



Title: Receive Fiscal Year 2021-23 Town Council Priorities and Work Plan Quarterly Update for the Period Ending December 31, 2022

APPROVED BY:  
Manager

Jen Callaway, Town

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**RECOMMENDATION:** Staff recommends the Council Receive the quarterly update on the Town Priorities and work plan progress from October 1, 2022, through December 31, 2022.

**BACKGROUND:** The Town Council and Leadership team held the annual two-day retreat, via zoom, February 1-2, 2021. The retreat, professionally facilitated by Management Partners, provided an opportunity for the Council to identify priorities, which will guide staff work for the next two years and chart a course for the Town as a whole. Based on these discussions the Council identified five major priorities that reflect the concerns and desires of the community, and are as follows:

1. Actively support the development of workforce housing.
2. Reduce greenhouse gas emissions and become a leader in environmental sustainability.
3. Enhance communication and public outreach to facilitate community cohesion.
4. Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives.
5. Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation.

With Council identification of these five priorities, Town staff developed an achievable 2021-23 work plan. The work plan includes a series of goals and corresponding action items which, if implemented, would help bring the Council priorities into reality. The Council formally adopted the Council Priorities and Work Plan on March 23, 2021, and reaffirmed the two year priorities in February 2022 along with the commitment to the FY 2021-23 workplan.

Council reviewed the first quarterly report on July 13, 2021, for the period March – June 30, 2021. At this time Council directed to advance task items to include a feasibility study for a partner Biomass Facility and action items related to emergency housing measures. In addition, recognizing that the five Council priorities are interrelated and connected in many ways, Council asked that goals and task items include an indicator of related council priorities to serve as a reminder and reference point. With this direction in mind, staff included an additional column in the priority's matrix titled "Related Council Priority" and included graphics to represent the council priorities referenced. Therefore, in addition to the priority that the task item is specifically included under, goals and task items are identified as being related to one of the other four priorities with graphics as indicated below:

Graphic Representation	Priority
	Actively support the development of workforce housing
	Reduce greenhouse gas emissions and become a leader in environmental sustainability
	Enhance communication and public outreach to facilitate community cohesion
	Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives
	Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation

At the February 2022 Council retreat, a discussion of the quarter ending December 31, 2021, workplan review occurred. At this time, Council identified that many of the task items are on-going in nature. To capture this, items that are on-going in nature but have been substantially complete are recorded as “Complete – on-going” to recognize the work done on these items but also the continued staff work that will carry forward. Staff will continue to provide updates as to related work in these areas in future reports. It should be noted that the workplan runs through June 30, 2023.

**DISCUSSION:** Town staff committed to providing quarterly updates to the Town Council regarding progress of these priorities and action items and this report serves as the regular update to the Town Council on the 2021-23 Council Priorities.

### ***Update on 2021-23 Council Priorities and Action Items***

The Town has made progress on several action items. The attached spreadsheet demonstrates completed action items (highlighted in green), items with significant progress completed, being defined for this report as 50% complete or greater, (highlighted in blue) and items that are in progress (less than 50% complete) or on-going in nature are (highlighted in yellow).

*The following action items are action items that have been completed between October 1, 2022 and December 31, 2022 (including the items that are on-going in nature). Completed task items highlighted in green on Attachment 1 are for the entire period April 2021 – December 31, 2022:*

**Priority – Housing our Workforce – Increase the Inventory of Homes so that those who work here can afford to rent and/or buy:**

Goal 3 – Implement programs to increase the production and creation of housing for the local workforce.

- Implement new Below Market Rate (BMR) housing program to purchase deed restriction as a tool to help fulltime resident have access housing inventory and to ensure long-term preservation of workforce housing inventory (Task 3.2A) – Complete and on-going. BMR Program was renamed Truckee Home Access Program and

launched in November 2022. As of 1/12/2023, THAP has received 10 applications, approved 7 applications (2 under review), and one THAP applicant is in escrow, with a close date of 1/23/2023. We have had 125 attendees at 6 Buyer and Seller Workshops and provided training to 40 realtors and lenders.

**Priority – Reduce greenhouse gas emissions and become a leader in environmental sustainability:**

Goal 2 – Preservation of Donner Lake

- Partnership with Truckee Donner Recreation District (TDRPD) on Aquatic Invasive Species (AIS) Grant (Task 2.1) – On-going. Fiscal Year 24/25 - Installation of a gate at the public boat launch if decided upon. Veliger testing will be completed annually. As well as continued public outreach and education. TPD works collaboratively with Tahoe Donner Homeowners Association (TD HOA) and Donner Lake Property Owners Association (DLPOA) to ensure all vessels launching at their ramps have a current Donner Lake sticker.

Goal 4 – Incorporate Sustainable Practices into Town Policies and Operations

- Continue to explore technology to reduce paper use and distribution (i.e. Electronic Agenda Packets, DocuSign, electronic Forms, FPPC electronic document filing system and Electronic Document Management System (EDMS) implementation) (Task 4.7) – On-going. Packets are produced electronically, and elected/appointed officials are provided with electronic devices to review materials. On-going efforts to continue to reduce paper usage where possible continue.

Goal 7 – Community Incentive Programs for Sustainable Practices

- Woodstove Replacement Program (Task 7.1) – On-going. Implementation is on-going through the Planning Division.
- Housing Retrofit Pilot Program (Task 7.2) – Complete. Pilot program marketing launched in collaboration with TDPUD

Goal 8 – Litter, Recycling, Green-waste and Compost Programs

- Study Green-waste Disposal/Recycling (Task 8.2) – Complete and On-going. Staff meet monthly with TTSD to review solid waste operations, operating challenges and diversion rates..

**Priority – Infrastructure and Community Connectivity: Invest in Key Infrastructure and Community Connectivity, including the New Library, Bike Trails and Transit Alternatives**

Goal 3 – Support Connectivity through Infrastructure Development that promotes alternative forms of transportation.

- Transit Center Relocation Land Acquisition and Planning (Task 3.15) – Complete: Phase 1 bid advertisement slightly delayed in order to complete NEPA analysis to access unanticipated existing federal funds and as well as future federal funds. Construction still scheduled for Summer 2023.

**Priority - Enhance communication and public outreach to facilitate community cohesion:**

Goal 1 – Implement enhancements to the Town's website that improves ease of access to information, increases engagement, and establishes an ongoing maintenance plan

- Ensure all current website pages are up to date in all departments and those responsible for updating the website are properly trained and website is ADA compliance (Task 1.1) – Complete and On-Going: Staff continues to train new staff that are responsible for website updates and monitor website for needed updates.

Goal 5 – Regional Partnerships

- Truckee Collaborative Project (Diversion) (Task 5.3 NEW)) – Complete and On-Going: MOU complete and program implemented. Referrals currently being made by the police department to participate in the program. Monthly scheduled meetings being attended by Operations Lieutenant to provide and receive updates on the program's effectiveness.

**Priority - Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation:**

Goal 3 – Disaster Preparedness/Evacuation

- Ensure all Town Supervisors and managers have required additional FEMA training (Task 3.7b) – Complete and On-Going. Training is required for all new employees at time of hire. Ongoing project.

Goal 4 – Establish and Maintain Regional Community Partnerships

- Partnership with Fire District for evacuation planning and preparedness (Task 4.2) – Complete and On-Going. We continue to work with the Fire District to identify ways to spend Measure T money for evacuation purposes.

Goal 5 – Emergency Communications Enhancements

- Emergency Management Grants (Task 5.2) – Complete and On-Going. We continue to explore ways to obtain grants to fund projects related to emergency management.

- Protect local shelter facilities with generators (Task 5.3) – Complete. This project is complete, and the shelter site is available with generator power available.

*The following action items have moved into the substantially complete, at least 50% complete, category within this three-month reporting period from October – December 2022 (all substantially complete items are highlighted in blue on Attachment 1):*

**Priority – Housing our Workforce – Increase the Inventory of Homes so that those who work here can afford to rent and/or buy:**

Goal 3– Implement programs to increase the production and creation of housing for the local workforce.

- STR -Workforce Housing Token Program Development (Task 3.9) - 50% Complete. Staff and consultant completed valuation framework and held stakeholder meeting in December 2022. Staff developed draft program framework and received Council feedback in January 2023. Program guidelines and RFP anticipated late February 2023.

**Priority – Reduce greenhouse gas emissions and become a leader in environmental sustainability:**

Goal 7– Community Incentive Programs for Sustainable Practices

- Explore Building Reach Codes (Task 7.3) – 50% Complete. Implementation is ongoing through the Planning Division. The Town is waiting on the State reach code team's completion of the statewide cost effectiveness study before this project can move into the final phase. This study was expected to be complete in August 2022 and final components are now anticipated in February- March 2023. This has delayed the Town's project timeline.

A fourth stakeholder meeting was held to discuss incentive options.

Staff gathered input from stakeholder committee members to refine cost effectiveness study needs, worked with consultant to develop scope of work amendment to add a final stakeholder meeting and community meeting and additional cost effectiveness study components to address stakeholder input. Contract amendment approved by Council January 2023. Staff and the Town's consultant have also worked with the State reach code team to request that the State program complete components of the Truckee-specific cost effectiveness study analysis, reducing the Town's scope of work and cost as much as possible. State analysis is expected by March 2023, after which the Town will complete the final steps to develop recommendations, including one additional stakeholder meeting and one community meeting.

- Explore feasibility of business sustainability grant program (Task 7.4) – 95% Complete. Single use foodware implementation grant guidelines approved by Council in

December 2022 and staff have developed application and grant reporting forms. This program will be rolled out as part of Town technical assistance and outreach for both the phase 1 (expanded polystyrene ban) and phase 2 (single use foodware policy) implementation of the single use ordinance.

**Priority - Invest in key infrastructure and community connectivity, including the new library, bike trails, and transit alternatives:**

Goal 3– Support connectivity through Infrastructure Development that promotes alternative forms of transportation.

- Church Street Extension/Trout Creek (Task 3.8) - 75% Complete. Construction on hold over winter. Work on Church Street/Glenshire Drive roundabout will commence in the spring/summer.

**Priority – Communications and Community Cohesion: Enhance Communications and Public Outreach to Facilitate Community Cohesion.**

Goal 1 – Implement enhancements to the Town's website that improves ease of access to information, increases engagement, and establishes an ongoing maintenance plan.

- Website Discovery with third party design support and monthly division participation and input (Task 1.3c) - 85% Complete. Third-party and Communications Program Manager have met with all Division's and Departments to understand website needs. An outline of the new website has been created to share with the responsive vendor to the website RFP.

Goal 4– Town wide Communications Plan/Policy.

- Council Chambers CIP Create zoom room (Task 3.6) – 90% Complete. The Council Chambers upgrade was complete in January 2023.
- Update Town's social media Policy (Task 4.2) - 70% Complete. Draft format and scheduled to be finalized in the upcoming quarter.
- Town wide Communications Strategy which speaks to the Truckee way and resonates our core town values and beliefs that are embodied in the Truckee Way (Task 4.4) – 75% Complete. Several discussions took place with external stakeholders to assess the town's current communication strategy with our stakeholders and to identify improvement areas, priorities, and the different audiences our community partners are reaching. The DEI Manager has been incorporated into the discussions and together a draft survey has been created that is tentatively planned for distribution in February 2023. The team sought advice from an external survey professional and has consulted with several community partners with experience in engaging with harder to reach populations about the survey and in-person outreach planned for this process. More consultations are planned with specific groups before the survey is distributed and in-person events have been planned with specific dates to be finalized. It is expected that the results from the survey and

outreach events will support the future communications strategy and a mixed assessment of both discussions, and a survey will support more exhaustive outcomes. These results, and the DEI action plan will drive some of the overall goals and strategies in the final Communications Plan.

Goal 6 – Implement Public Art Master Plan

- Art Commission Work Plan and Opportunity Site Prioritization (new Task 6.4) - 80% Complete. PACT has developed a opportunity site and prioritization list, which also identifies funding ranges. A GIS map/tool for the opportunity sites has also been created. PACT will reinstitute potential funding discussions in the quarter.

**Priority - Enhance partnerships and investment for emergency preparedness including wildfire readiness and mitigation:**

Goal 3 – Disaster Preparedness/Evacuation

- High Frequency Communications Equipment Radio Grant (Task 3.1) – 75% Complete. Radio equipment has been ordered and site survey completed. Installation should occur in Spring of 2023 (pending receipt of radio from the vendor). Operational by Summer 2023.
- Develop a pathway forward for improving early alert and warning systems including redundant platforms and software (Task 3.4a) – 50% Complete. This is an ongoing project requiring interface with ATT and other telecom vendors along with IT.
- Ensure all Town Supervisors and Managers have required additional FEMA Training (Task 3.7b) – 90% Complete. Training is required for all new employees at time of hire. Ongoing project.

Many other action items have had some work completed and/or are on-going in nature and work is expected to continue throughout the year. Staff continues to work diligently on these items. New action items that have been initiated this quarter and are in progress or less than 50% complete are highlighted below and captured in Attachment I. All projects in process, on-going and/or less than 50% complete are highlighted in yellow in Attachment I.

- Explore development of single-use water bottle ban (Climate Priority Task 8.7: NEW) – 5% complete. Conducted background research. Initial stakeholder meeting scheduled for late January. Public meeting and survey anticipated in February/early march with goal to bring recommendation to Council second meeting in March.
- Collaborate with VTT and community partners to apply for sustainable communities' certification (Climate Priority Task 9.3) – 5% Complete. Staff participated in 1/2-day webinar training regarding sustainable destination certification process. VTT community outreach anticipated in early 2023.

- Develop a new Town website that is compliant with legal requirements, ADA requirements and reflects the character of our community (Communications Priority Task 1.3) – 25% complete. RFP to be issued January 17, 2023 for new website
- Assess Town Branding and Branding Guidelines (Communications Priority Task 1.3a) – 5% Complete: Staff working to develop RFP for branding to coordinate with new website development.
- Research new website platforms and pick appropriate vendor that meets Town needs (Communications Priority Task 1.3b) – 25% complete. Staff has moved from discovery to developing the Request for Proposal. Staff is working to have a website content management company selected by July, 2023.
- Develop and implement a bike safety campaign (Communications Priority Task 2.13: New) – 25% Complete: GIS staff is working on developing a trail incident reporting application for residents to report safety concerns and near misses. A contract with Tahoe Fund/Take Care is underway to develop a bike etiquette campaign (2nd stakeholder meeting planned for February 2023) and staff is considering updates to our local ordinances to better align with state laws.
- Develop a Diversity, Equity and Inclusion Action Plan (Communications Priority Task 2.5a) – 10% Complete. Staff have met with 4 out of 5 Council members, some division heads, and partner liaisons to help inform higher level priorities in preparation of DEI Action Plan.
- Explore different methods to engage difficult-to-reach-populations (Communications Priority Task 4.7) – 10% Complete. Staff have continued to meet with the previously-mentioned stakeholder groups (e.g. Promotoras, senior services, Sierra Community House, etc). Further engagement is being assessed and explored in 4.4 through the survey and in-person events, as well as on-going discussions with community partners. It is expected that the results from the survey and outreach events will support the future communications strategy and a mixed assessment of both discussions, and a survey will support more exhaustive outcomes that identify the gaps we have in our current outreach and best ways to improve. The DEI Action Plan will further support this exploration and help to identify priority communities in Truckee.
- Continue to work with special district partners on the agenda monitor project to provide a wider distribution of agenda and packets without physical printing nor distribution (Communications Task Item 5.1) – 10% Complete. Awaiting TDPUD cost estimates. Staff inquired regarding continued interest from other special districts in the project.
- Donner Lake Education Art Installation (Communications Priority Task 6.5: NEW) – 5% Complete. The contract for the Donner Lake art piece has been executed and installation is planned for September 2023. The Donner Lake concept alternatives will be reviewed by the PACT and general public for presentation to the Council.
- Truckee Collaborative Project (Diversion) (Communications Priority Task 5.3 NEW) – Complete. Update provided earlier in the report.



**New Items:**

New items added to the workplan by staff based on needs, previous council direction, organizational need and/or new opportunities presented during the quarter include:

- Explore development of single-use water bottle plan per previous council direction (Climate Task item 8.7)
- Develop and implement a bike safety campaign (Communications task item 2.13)
- Youth Commission (Communications task item 2.14)
- Donner Lake Education Art Installation (Communications task item 6.5)

**Other Significant Workload Items:**

Lastly, it is important to highlight and note the work of staff, the Town Council, Town Planning Commission and community with respect to the general plan update process. While this has been a long process, this past quarter included a significant number of workshops that the Town Council, Town Planning Commission, staff and community participated in to move the general plan update forward. We are targeted to adopt the General Plan update in early 2023.

In addition, the Town has completed the Compensation and Classification study, Labor Negotiations with all of the Town's associations, and continues to hire and on-board new staff.

**CONCLUSION:**

The workplan update for the quarter ending December 31, 2022, is provided for council review and input. Staff and Council continue to be very busy and working towards completing many work items for the community. It is important to note that these workplan items that address Council priorities are completed in addition to providing the Town's core services. Outstanding workplan items that have not been addressed to date and will be discussed in context of priorities for the upcoming FY 2023/24 – FY 2024/25 work plan development are:

- GHG Re-Inventory (Climate Priority 1.3) – removed from current workplan in lieu of net zero dashboard.
- Update Development Code Donner Lake Docks/Piers Standards (Climate Priority 2.2)
- Streetscape Improvement Projects (Climate Priority 6.4)
- Study Green-waste disposal/recycling (Climate Priority 8.2)
- Explore incorporation of additional sustainable tourism aspects into the Town's special events permit process (Climate priority 9.4)
- Building and Impact Fee Study for the New Library (Infrastructure priority 2.5)
- Envision DPR Corridor Improvement (Infrastructure priority 3.9)
- Jibboom & Bridge Streetscape Improvement Project (Infrastructure priority 3.12)
- Downtown Railyard Pedestrian Crossing (Infrastructure Priority 3.14)
- Parking Strategic Plan (Infrastructure Priority 3.17)
- Sidewalk Vending Permit Development (Infrastructure Priority 6.2)
- Citizen's Police Academy (Communications Priority 2.6)
- Youth Commission (Communications Priority 2.14)

- Review of the Town's Mission Statement to address being an inclusive community (Communications Priority 4.4b)
- Communications and Media training plan development for Council and Staff (Communications Priority 4.5)
- Build photo and video assets library for all Town use (Communications Priority 4.6)
- Explore the possibility of adding Spanish specific social media pages – Facebook & Instagram (Communications Priority 4.7a)
- Bluezone Community Certification (Communications Priority 5.4)
- Animal, Recovery and Damages Annexes (Emergency Management Partnerships Priority 3.4b)
- Send Administrative Services rep through FEMA training for Emergency Finance Representative for EOC issues (Emergency Management Partnerships Priority 3.7a)
- Provide Council and Policy Group Senior Level FEMA training (Emergency Management Partnerships Priority 3.7c)

Items in the Bike Rack to be discussed in context of priorities for the upcoming FY 2023/24 – FY 2024/25 workplan development are:

- Staff person assigned to work with VTT on Sustainable Tourism efforts and overall more expansive support of these efforts.
- Research and consider EV charging station policies.
- Smoke Free community
- Bike Repair Stations
- Follow-up building energy efficiency audit.
- Climate Transformation Alliance initiatives
- Electric Vehicle infrastructure planning at Town Hall
- Develop comprehensive wayfinding/ welcome sign plan
- Investment Policy Revisions to support Climate Goals
- Park and Recreation District and Town Discussion of Efficiencies and Consolidation

The Council priority setting session is scheduled for January 26, 2023, at which time the Council will identify their priorities for FY 2023/24 – FY 2024/25 and begin to engage in workplan development discussions.

#### **PRIORITY:**

<input checked="" type="checkbox"/>	Enhanced Communication	<input checked="" type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input checked="" type="checkbox"/>	Housing
<input checked="" type="checkbox"/>	Infrastructure Investment	<input checked="" type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

**Public Communication:** This staff report.

#### **ATTACHMENTS:**

Attachment 1 – Council Priorities 2021-23 Work Plan

Attachment 2 - Other Significant Operational or Strategic Priorities

Attachment 3 – Bike Rack of Items